

Provider Staff Role Types

Dear Provider:

Below, you will see a new listing of staff roles. This listing includes a definition of the varying staff ‘roles’, the subsequent qualifications associated with the ‘roles’ and the necessary paperwork for ‘*approving*’ staff to provide care within the facility. The purpose in sending you this is three fold: (1) to help you identify the appropriate staff roles within your facility, (2) to give you information on what paperwork is necessary for *approval* of each role, and (3) to ask for your help. As the department moves forward with new programs and new technology, it is absolutely critical that we be consistent with how facility staff are designated within facilities and within our new systems. This is where you come in.

As you renew your facility license/registration, or as you hire new staff persons, please use this document as a guide to properly designating your staff into the respective roles. Examine the definition and qualifications then indicate on the Release of Information—and for Centers, the Facility Staff List—the role associated with that staff person. The department will then transfer the information into the CCUBS system.

These efforts will help us maintain more consistent information about staff within day care facilities. It will also allow us to assist you in assessing the proper staffing levels as well as make sure that appropriate staff persons are receiving their PS# cards for training purposes.

I thank you in advance for your assistance in this matter. Should you have concerns or questions, please contact your local licenser, or you may contact the Helena office at 444-2012.

Day Care Centers		Family & Group Day Care Homes	
Care Giving Staff Role Types	Non-Care Giving Staff Role Types	Care Giving Staff Role Types	Non-Care Giving Staff Role Types
Director*	Non-Provider Staff	Director*	Spouse
Primary Caregiver*		Caregiver*	Other Adult
Aide*		Substitute*	Non-Provider Staff
Substitute*		Volunteer	
Volunteer			

DIRECTOR (Family*, Group*, and Center Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> The center director is the person designated on the facility application or by written notice to the department as the person responsible for the daily operation of a day care center and for the daily care provided within the framework of appropriate child development principles and knowledge of family relationships. 	<ul style="list-style-type: none"> The director shall have a bachelor's degree in a related field plus one year experience in child day care or Child Development Associate Certification (CDA Credential) or three years experience in a licensed or registered day care facility. If the director also acts as a caregiver, or conducts in-service training, the director must meet the qualifications of a primary caregiver. Subject to 15 hours annual training requirements for a Center and 8 hours for a Family / Group. Required to have First Aid and CPR 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot Verification of First Aid, Infant, Child, and Adult CPR <ul style="list-style-type: none"> Card must show expiration date of certification. Verification that applicant meets the above qualifications for director Training Verification (8 hours for Center and 8 hours training verification for Family / upon renewal and annually thereafter)
<p>* In Family and Group Facilities the person who owns the facility will be designated as the "director". They do not have to meet the requirements as listed.</p>		

PRIMARY CAREGIVER (Center Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> Means a facility staff person who meets the requirements as outlined in 37.95.622 and regularly provides direct care to the children who attend the day care facility. 	<ul style="list-style-type: none"> Must be at least 18 years of age Two years experience in licensed or registered facility, headstart, early headstart, or another recognized preschool program; or child development associate credential; or a bachelor of arts or an associate degree in education or a related field. Subject to 8 hours annual training requirements unless working less than 160 hours per year. Required to have First Aid and CPR 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot Verification of First Aid, Infant, Child, and Adult CPR <ul style="list-style-type: none"> Card must show expiration date of certification. Verification that applicant meets the above qualifications for Primary Caregiver Training Verification (8 hours training verification upon renewal and annually thereafter)

CAREGIVER (Family and Group Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> “Caregiver” means a licensee, registrant, employee, aide, or volunteer who is responsible for the direct care and supervision of children in a day care facility. 37.95.102(1) 	<ul style="list-style-type: none"> A person who gives support or aid; Subject to 8 hours annual training requirements, unless working less than 160 hours per year. Required to have First Aid and Infant, Child, and Adult CPR 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot Verification of First Aid, Infant, Child, and Adult CPR <ul style="list-style-type: none"> Card must show expiration date of certification. Training Verification (8 hours training verification upon renewal and annually thereafter)

AIDE (Center Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> A staff person who carries out assigned care giving tasks competently under the direct supervision of a primary caregiver or director. 	<ul style="list-style-type: none"> Must be at least 16 years of age Must always be supervised Subject to 8 hours annual training requirements, unless working less than 160 hours per year. Not required to have First Aid and CPR 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot Training Verification (8 hours training verification upon renewal and annually thereafter)

SUBSTITUTE (Family, Group, and Center Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> Means any person who is not regularly employed by a child care facility, who takes the place of any approved staff person other than the Director, if the staff person is temporarily absent from their job. 	<ul style="list-style-type: none"> Must meet the qualifications of the staff for which they are “Substituting”. Subject to 8 hours annual training requirements, unless working less than 160 hours per year. Required to have First Aid and Infant, Child, and Adult CPR 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot Training Verification (8 hours training verification upon renewal and annually thereafter) Verification of First Aid, Infant, Child, and Adult CPR <ul style="list-style-type: none"> Card must show expiration date of certification.

VOLUNTEER (Family, Group, and Center Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> Means any person who enters into service voluntarily, but who when in service, is subject to discipline and regulations like any other employee. 	<ul style="list-style-type: none"> Must always be supervised Must be at least 13 years of age or older. Are not required to have First Aid, CPR, or 8 hours of annual training 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot

NON-PROVIDER STAFF (Family, Group, and Center Child Care Facilities)		
Definition	Qualifications	Required Application Paperwork
<ul style="list-style-type: none"> Staff that does not partake in a care giving role <ul style="list-style-type: none"> Cook, Bus Driver, Janitor, Specialist, Bookkeeper, etc. 	<ul style="list-style-type: none"> Staff that does not partake in a care giving role <ul style="list-style-type: none"> Cook, Bus Driver, Janitor, Specialist, Bookkeeper, etc. Not counted in the child staff ratio for regular base care given within the facility. Not subject to First Aid, CPR or 8 hours of annual training 	<ul style="list-style-type: none"> Release of Information Statement of Health Immunizations <ul style="list-style-type: none"> Td – current within last 10 years. MMR – proof of adult shot